

Online Permitting using MyPermitNow Effective September 1, 2014

Commercial Permit Application

Please scroll down to view the list of required documents needed when applying for a commercial permit.

All applications need to be submitted online at

www.mypermitnow.org

Apply

Customer Portal

City of Leander

Commercial Plan Check List

Note: The following information must be provided with the building permit application submitted online at www.mypermitnow.org and must be in compliance with the City of Leander adopted 2015 building codes and the 2015 IECC.

All documents shall be submitted in one single PDF file

☐ **SITE PLAN**

Architectural Site Plan, separate from the Site Development Permit Set

☐ **USE AND OCCUPANCY CLASSIFICATION**

☐ **TYPE OF CONSTRUCTION**

☐ **FLOOR PLAN WITH CODE ANALYSIS**

Occupant Loads, Means of Egress, Plumbing Requirements, TDLR Registration Number

☐ **FIRE AND SMOKE PROTECTION INFORMATION**

☐ **STRUCTURAL DRAWINGS**

Soils Analysis, Foundation Plan and details; Framing Plans and Details

☐ **EXTERIOR ELEVATIONS**

Dimensions of Building Height, Exterior Finish Materials

☐ **BUILDING AND WALL SECTIONS**

☐ **ROOM FINISH SCHEDULE**

☐ **MECHANICAL PLANS AND DETAILS**

☐ **ELECTRICAL PLANS AND DETAILS**

☐ **PLUMBING PLANS AND DETAILS**

☐ **COMCHECK FOR BUILDING ENVELOPE, MECHANICAL AND LIGHTING**

☐ **ARCHITECT SEAL, SIGNATURE AND DATE ON ALL ARCHITECTURAL DRAWINGS**

☐ **ENGINEER SEAL, SIGNATURE AND DATE ON ALL MEP AND STRUCTURAL DRAWINGS IF OVER 5,000 SF BUILDING**